# **Mona Lisa Frimpong**

Ghana
monafrimps95@gmail.com | +233 501 347 401

## **PERSONAL INFORMATION**

* **Date of Birth:** 15th August 1996
* **Nationality:** Ghanaian
* **Place of Birth:** Kumasi

## **PROFILE**

A dedicated and results-driven professional with a strong background in journalism, administration, and communications. Skilled in news reporting, content creation, research, and stakeholder engagement. I am passionate about using media to drive impactful storytelling and positive change.

## **WORK EXPERIENCE**

### **Kwame Nkrumah University of Science and Technology (KNUST)**

**Senior Administrative Assistant – E-Learning Centre** *(Jan 2024 – Present)*

* Provide administrative and technical support to enhance digital learning initiatives.

**Communication Officer – Department of Computer Engineering, KNUST** *(November 2024 – Present)*

* Develop and implement communication strategies for departmental outreach.

**Communications Officer – KNUST Registrar’s Office** *(July 2024 – Present)*

* Oversee internal and external communications, ensuring clarity and consistency.

**Acting Head of News – Focus FM, KNUST** *(Feb 2025 – Present)*

* Lead the news team, oversee content production, and ensure journalistic excellence.

### **Multimedia Group Limited *(June 2017 – Present)***

**News Anchor, Reporter, and Producer**

* Research, write, and present news stories for television and radio.
* Conduct investigative reporting and interviews.
* Produce in-depth news features on social and economic issues.

### **Department of Children (Ashanti Regional Coordinating Council) *(Sept 2019 – Aug 2020)***

**Administrative Assistant**

* Managed administrative tasks and coordinated child welfare programs.

### **Focus FM, KNUST *(June 2016 – March 2017)***

**Student Journalist**

* Reported campus news and interviewed personalities.

### **Department of Planning (Ashanti Regional Coordinating Council) *(May 2016 – Aug 2020)***

**Administrative Assistant**

* Assisted in planning-related administrative tasks.

### **Perfect Project Company Limited *(Sept 2014 – June 2015)***

**Secretary**

* Managed correspondence and scheduled meetings.

## **EDUCATION**

**Kwame Nkrumah University of Science and Technology (KNUST)**

* **BSc Development Planning** *(July 2019)*

## **PROFESSIONAL TRAINING & FELLOWSHIPS**

* **Network for Women’s Rights – Reporting on Women and Taxation** *(March 2024)*
* **Media Foundation for West Africa – Gender-Sensitive Reporting Fellow** *(Nov 2023)*
* **Clean Air Fund / New Narratives Journalism Fellow – Reporting on Air Pollution** *(Aug 2023)*
* **Ministry of Finance, Ghana – Financial Literacy Training for Journalists** *(April 2023)*
* **Media Foundation for West Africa – Fact-Checking and Verification Reporting** *(April 2023)*
* **LIDA Network Academy – Business and Investigative Reporting** *(Jan 2023)*
* **Finance and Economic Clinic for Journalists – Data Journalism & Reporting** *(April 2021)*
* **Leading Ladies Virtual Vision-Board Workshop – Personal & Professional Development** *(Jan 2021)*

## **SKILLS**

* News Writing & Anchoring
* Broadcast Journalism
* Investigative Reporting
* Research & Data Analysis
* Content Creation & Editing
* Public Speaking & Voice Acting
* Stakeholder Engagement
* Organizational & Administrative Support

## **LEADERSHIP & POSITIONS HELD**

* **Acting News Head, Focus FM** *(Feb 2025 – Present)*
* **Head, Business Desk – Multimedia Group Limited** *(April 2022 – January 2024)*
* **Assistant Head, Business Desk – Multimedia Group Limited** *(Sept 2020 – April 2022)*

## **AWARDS & RECOGNITION**

* **Second Best Reporter (Television Category) – Media Platform on Environment & Climate, Inclusive & Anti-Conflict Journalism Awards (2024)**
* **Excellence in Developmental Reporting – KNUST Department of Planning Alumni Excellence Awards**

## **MEMBERSHIPS**

* Ghana Journalists Association
* Alliance for Women in Media
* Women in Public Relations Ghana
* Network of Administrative Professionals Ghana

## **REFERENCES**

**Mr. Kofi Adu Domfeh**
News Editor, Luv/Nhyira FM
adomfeh@gmail.com | +233 243 157 617

**Dr. Owusu Amponsah**
Lecturer, Department of Planning, KNUST
amponsah\_owusu@yahoo.co.uk | +233 208 093 643